ECALS
Engineering Changes at Light Speed

DESK GUIDE
Version 2.0

https://edmd4.pica.army.mil

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Version 2.0, 15 March 2001

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Executive Summary

Engineering Changes at Light Speed (ECALS) is a web enabled application that facilitates the preparation, submission, routing and decisions of engineering changes (ECPs, RFDs, RFWs). This paperless process was developed in-house at TACOM-ARDEC and can be used by anyone with an appropriate java enabled web browser (Netscape or Internet Explorer) from anywhere in the world, at any time of the day or night. Configuration Manager's can designate reviewers and obtain their input to make decisions in a virtual on-line office environment.

The application is easy to use and requires no specialized software. Configuration Managers can achieve benefits by using ECALS to process all of their engineering changes digitally. Reduced processing time is achieved by having all data available to everyone in the review cycle simultaneously. Automatic email notifies principals of pending actions. True Industry/Government partnership can be realized by use of this tool to capture and resolve engineering change issues in an expeditious manner.

ECALS is an economical and timely solution to the expensive and cumbersome paper based process currently used by most systems. It bridges the distance gap that currently slows processing. It also bridges the technology gap wherein different operating systems create an inability to communicate in a seamless manner.

Getting Started:

This is the ECALS web site. There are seven buttons for information and applications:

- General Information
- Registration & Updates
- Submit ECP/RFD/RFW
- Review/Vote
- Configuration Manager
- Trouble Report
- Suggestions

Each bullet is illustrated and explained in this desk guide.

Before you use ECALS ensure that you have an appropriate web browser installed on your computer. The minimum requirement is Internet Explorer or Netscape capable of 128 bit encryption. If you are unsure of which version you have on your computer, use the "Help" pull down menu and select about. A pop up screen will appear showing you which version of the browser software you have installed. If you don't have **at least** the version mentioned above, upgrade your browser or ask your system administrator for help.
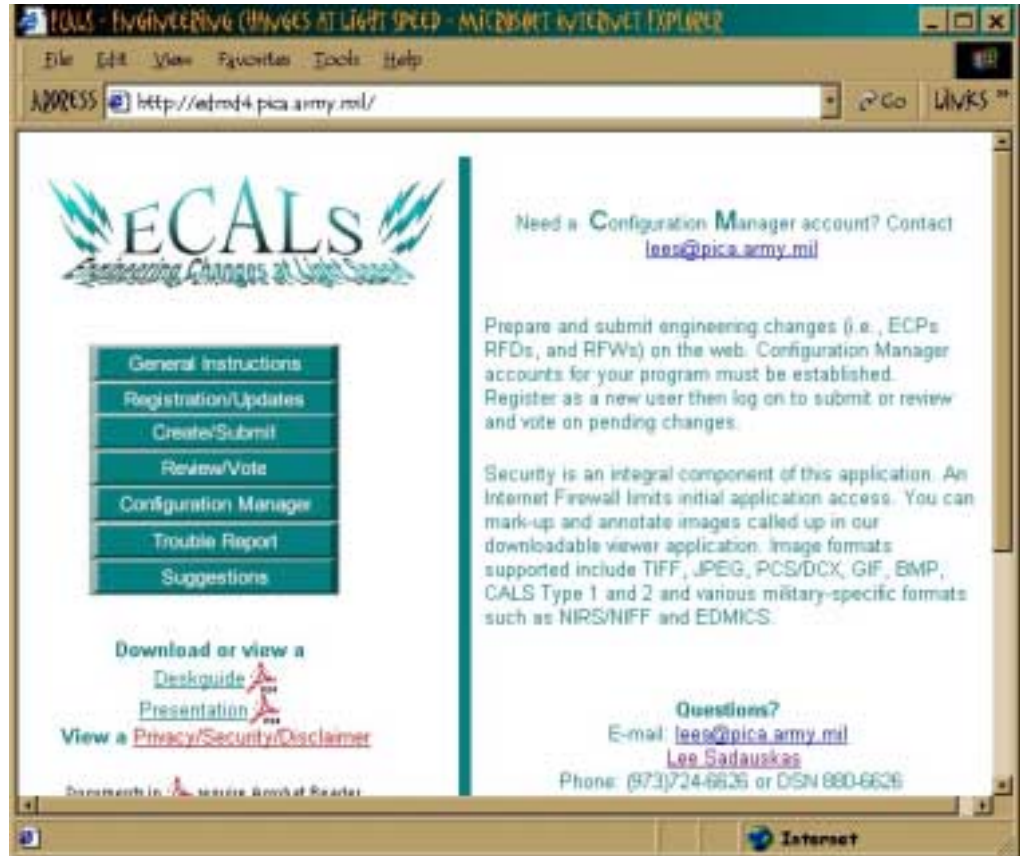
Security:

ECALS runs on a secure server under a Secure Socket Layer (SSL). This means that the information you exchange with the server is encrypted. This will be transparent to you, however, there are some warnings that you will have to answer positively in order to prepare or review data at the site.

As you log on to the web site, a security warning will appear asking whether you want to proceed. The warning is different for Internet Explorer and Netscape. The certificate is issued by the Army and isn't recognized by the web browsers so it states there's a problem with the site's security certificate. For Internet Explorer, say yes and you will immediately be taken to the site. For Netscape, press next and follow instructions through the several screens and you will be taken to the site.

Internet Explorer

Netscape

We have software code digital IDs from VeriSign, Inc. Our code is signed and dated every time it is modified and put on our web server. These certificates provide you assurance that our code was created by us and can be trusted.

What this means is that for the Submit, Review and Configuration Manager applications, there is an additional security warning screen you will have to pass through. You must select "Grant this session" or "Grant always". If you select "Grant always" the certificate will not appear next time you log on.

General Instructions and Special Keys:

You can **tab** between fields or use your **mouse** to navigate. **Cut and paste** is available by using the right mouse button. If your viewer doesn't support this function, use ^C [^=control key] to copy from another application's file and ^V to paste into an ECALS field).

Radio buttons are used in several places to make selection easy, e.g., the answer is either **yes** or **no** or the box is **checked** or left blank. Only one selection is allowed. **Pull down** menus are used where possible to allow selection of an entry without the need to type out information. Only indicated choices are allowed.

F1=Help. Detailed help on field entries is available within the program (see illustrations on next page). Once you've called up the help screen, you can leave it up and navigate through it as needed or can simply call up detailed help for a particular entry field by having your cursor in that field and pressing F1.
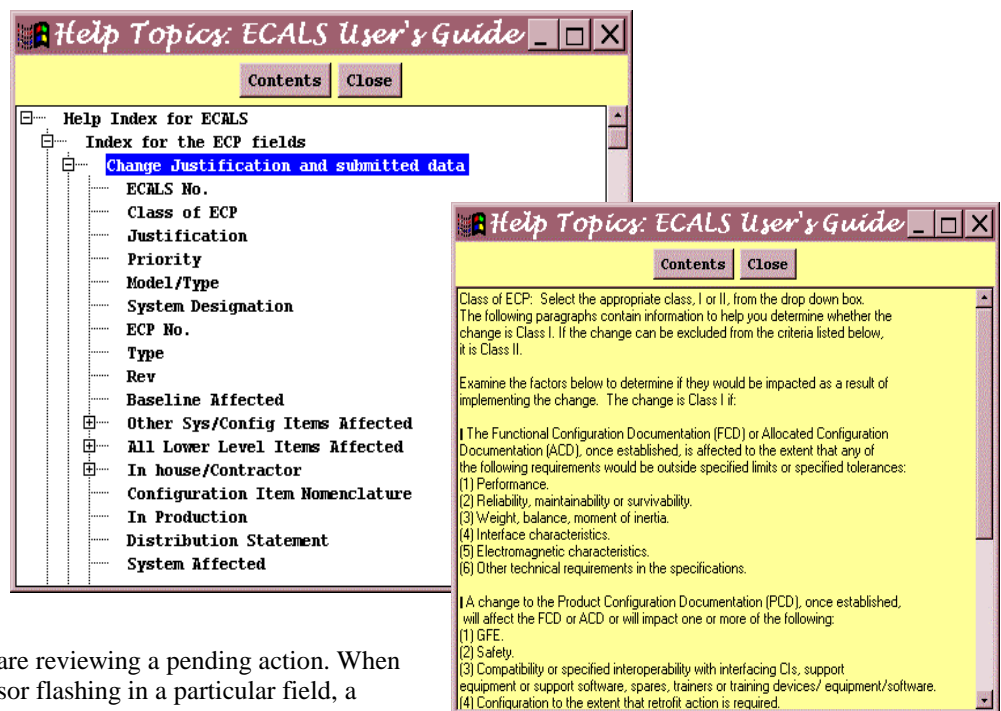
F4=This key is used when you are reviewing a pending action. When you press F4 and have your cursor flashing in a particular field, a screen will appear for entry of comments on the entry contained in that field.

F7=This key is used when you are reviewing a pending action. When the cursor is at a particular field and you press F7 a screen will appear with all entries made by other reviewers on a particular field.

Registration Screen:

- Anyone can register as a user.
- Pick your own login and password (ECALS ensures your login ID and password are unique since it does not allow duplication).
- Passwords expire every six months (ECALS prompts for entry of a new password). Passwords require eight characters, two of which must be numeric.
- You can update your registration data at any time.

The most important information is your full email address, e.g., *yourname@pica.army.mil.* ECALS will automatically send new registrants a Welcome email message telling you your login ID and password.

Other key events are reported via automatic email so if your address is not entered correctly, you won't get the mail. Please note that the login ID and password you select are case sensitive and must be entered exactly as shown in the email. It is important to protect your login ID and password to prevent unauthorized access.

Now that you are a registered user, you will be able to submit engineering change actions over the web. If authorized, you will be able to review/vote on submitted actions. Automatic email will notify you of required reviews and decisions.

Please keep your registration information up-to-date so that ECALS and others can contact you if needed.

NOTE: If you forget your login ID or Password DO NOT reregister. Contact Lee Sadauskas, lees@pica.army.mil
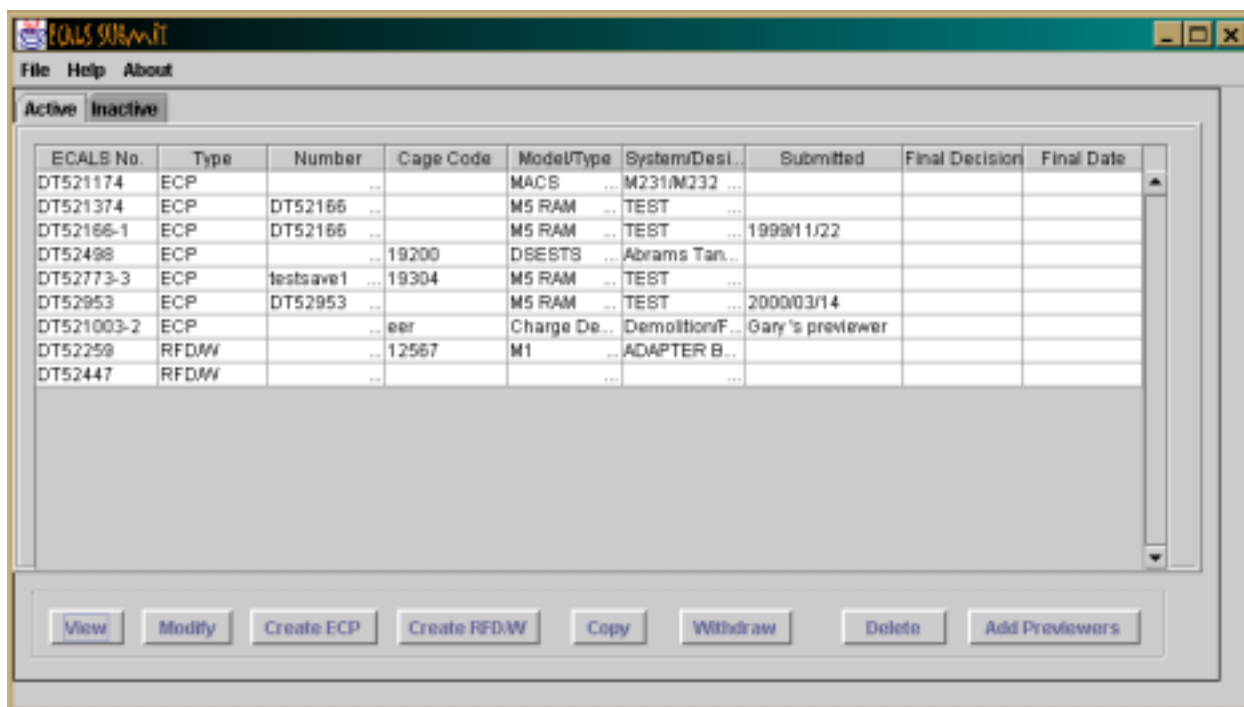
Submitter Screen:

You need to log in by using your login ID and password. Once your login ID and password are entered correctly, a submitter screen will appear that lists all of the ECPs/RFDs/RFWs you have in process, both unsubmitted and submitted.

All submitted ECPs/RFDs/RFWs show the date submitted in the "submitted" column. Unsubmitted ECPs/RFDs/RFWs will not show a date. The title buttons at the top of the screen columns can be used to sort the actions. You may view any item in queue by highlighting the action (point to it then click the left mouse button). Once any ECP/RFD/RFW is highlighted on the screen you can maneuver with either the mouse or your keyboard's arrow keys to select a different ECP/RFD/RFW in queue.

ECPs/RFDs/RFWs that appear in this screen with another user's name in the submitted column, indicates that the named account owner has selected you as a previewer of the action listed. You may not modify the action but can provide comments for that submitter. Once the submitter formally submits the action, the action will no longer appear in your queue. See **Add Previewers** Button for more information.

ECALS No.	Type	Number	Cage Code	Model/Type	System/Desi..	Submitted	Final Decision	Final Date
DT521174	ECP	..		MACB ..	M231/M232 ..			
DT521374	ECP	DT52166 ..		M5 RAM ..	TEST ..			
DT52166-1	ECP	DT52166 ..		M5 RAM ..	TEST ..	1999/11/22		
DT52498	ECP	..	19200	DSESTS ..	Abrams Tan..			
DT52773-3	ECP	testsave1 ..	19304	M5 RAM ..	TEST ..			
DT52953	ECP	DT52953 ..		M5 RAM ..	TEST ..	2000/03/14		
DT521003-2	ECP	..	eer	Charge De..	Demolition/F..	Gary 's previewer		
DT52259	RFD/W	..	12567	M1 ..	ADAPTER B..			
DT52447	RFD/W	..		..	..			

View Button:

Any ECP/RFD/RFW in queue is available for viewing. Highlight the action you want to see and then press the view Button. The ECP/RFD/RFW will appear in a new screen. **YOU MAY NOT MODIFY** an action in this mode.

Modify Button:

Any **UNSUBMITTED** ECP/RFD/RFW in queue for which the account owner is the submitter is available for modification. Highlight the action you want to modify and then press the modify Button. The ECP/RFD/RFW will appear in the ECP screen. **YOU MAY NOT MODIFY** an ECP/RFD/RFD that has been submitted nor one that you have been asked to preview (another submitter's name appears in the submitted column).

Create ECP Button:

Pressing this Button will cause an ECP screen to appear. Data is entered in appropriate fields. Help is available on field entries within the create ECP application. Place your cursor in any field and press F1 for help specific to the field in which your cursor is located. An expandable menu of help contents is also available on the pull down menu at the top of the screen. Details on the ECP screen are provided in the **Create ECP Screen** section.

Create RFD/W Button:

Pressing this Button will cause an RFD/W screen to appear. Data is entered in appropriate fields. Help is available on field entries within the create RFD/W application. Place your cursor in any field and press F1 for help specific to the field in which your cursor is located. An expandable menu of help contents is also available on the pull down menu at the top of the screen. Details on the RFD/RFW screen are provided in the **Create RFD/W Screen** section.

Copy Button:

You can make a copy of any engineering action in your submit queue (both Active and Inactive). When an item is highlighted and the copy button is hit, ECALS duplicates the item (including all images, text only NORs and attachments), gives it a new ECALS number, and places it in an **UNSUBMITTED** state. This new item can now be modified and submitted once all desired changes have been made.

Withdraw Button:

Only ECPs/RFDs/RFWs that have been **SUBMITTED** may be withdrawn. You may not withdraw an ECP/RFD/RFW that has been dispositioned (Configuration Manager decision has been entered). Use this function when you determine that a submitted ECP/RFD/RFW needs additional information before the Configuration Manager can make a decision or for any other reason you determine that processing the action should be halted. Pressing this Button will withdraw the ECP/RFD/RFW from processing (a warning screen will appear to ensure you really meant to withdraw the ECP/RFD/RFW). At this point, the submitted date will disappear from your queue, an email message will be sent to the Configuration Manager and designated reviewers informing them that the action has been withdrawn. Only you, the submitter can withdraw a submitted ECP/RFD/RFW. The ECALS Number will be retained in your queue with a -1 (for first withdrawal). Subsequent resubmissions and withdrawals will cause the modifier to jump one level each time an action is withdrawn, i.e., -2 for second withdrawal, etc. **NONE** of your previously entered data will be lost and you can now modify the action and resubmit it or you may delete it.

Delete Button:

Only ECPs/RFDs/RFWs that have **NOT BEEN SUBMITTED** may be deleted. You can use this function when you determine that an **UNSUBMITTED** ECP/RFD/RFW is no longer needed. A warning screen will appear to ensure you really want to delete an ECP/RFD/RFW. **Deleted actions cannot be recovered.**

Add Previewers Button:

ECPs/RFDs/RFWs that have **NOT BEEN SUBMITTED** may have previewers added. You can use this function when you determine that an **UNSUBMITTED** ECP/RFD/RFW needs review/approval prior to submission for formal review/decision. All previewers must be registered ECALS users. Previewers must log into ECALS using the submit function. They cannot modify the action but can view and provide comments. Comments from previewers are only available to the submitter that selected them as a previewer and will not be carried forward when the action is formally submitted. **NO AUTOMATIC EMAIL** will be sent so you must notify your previewers of any pending actions on which you need their input.

Two methods of adding previewers are available. You can establish an address book for a standard set of previewers or you can add previewers individually. To create an address book use the file drop down menu at the top left of the submit screen then select the menu item Personal address book. This will bring you to a screen where you can choose registered users to add to your personal address book. The personal address book is always available to ease your selection of previewers.

If selecting a previewer from your personal address book, hit the "Add from Personal Address Book" button at the bottom of the screen. The top screen will now be populated with your personal address book selectees. Highlight the previewer you want then press the OK button at the bottom of the screen. All previewers for a selected action will be listed in the bottom portion of the screen.

Any of the criteria on the drop down screen can be used to search the ECALS registered users database for individuals not in your personal address book. Once the desired reviewer is located, highlight the user and then press the "Add Previewer" button at the bottom of the screen. The selected entry will appear in the bottom portion of the screen. To delete a previewer, highlight an entry in the lower screen and press the "Delete Previewer" button.

In order to complete the action of adding previewers you MUST press "OK" at the bottom of the screen.

Create ECP Screen:

This screen allows you to enter data for the ECP. Wherever possible, pull down menus; check boxes, etc. have been used to aid you in making entries. To maneuver between tabs, use your mouse to select a tab.

Change Justification and Submitted Data Tab:

Any entry block colored teal is a required entry. Note that the submitted data is auto-filled from your registration information. Detailed help on each field is available by placing your cursor in a field and pressing F1 or by using the menu at the top of the screen.

Pressing certain buttons will cause another screen to appear for entry of details related to the subject area. For example "All Lower Level Items Affected".

It is important to set the appropriate Model/Type and System Designation to ensure that the ECP you create goes to the correct review team. The Configuration Manager's and CCB Chair's (when assigned) names appear on the screen. Simply select the right Model/Type-System Designation and press OK.
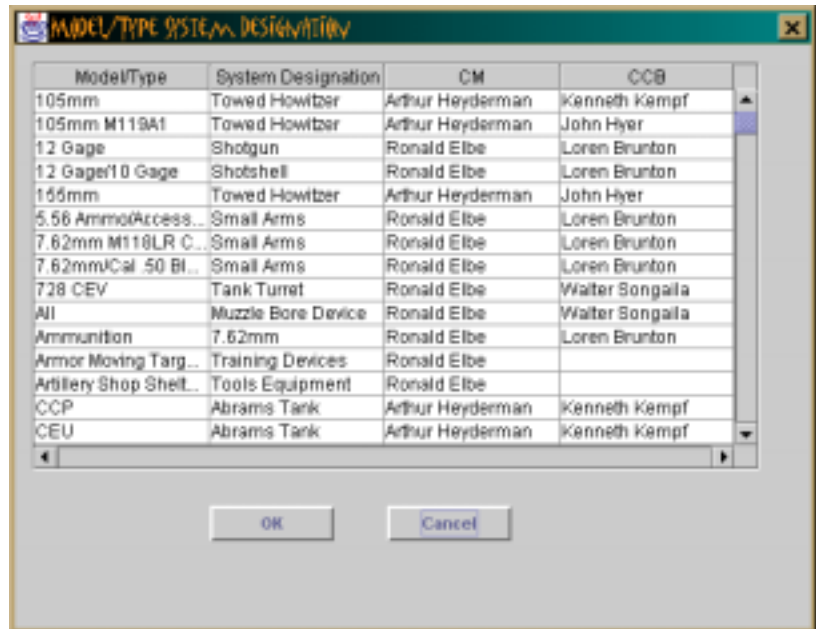
Documents Effected Tab:

On this screen you can perform one of two functions: Attach and Mark up an Image or do text only Notices of Revision. For already submitted ECPs, when you view a change in process, if a CM Officer, CCB Chair or Configuration Manager has added, deleted or changed Documents Affected or attachments, the button labeled "CM CCB Modified" will be enabled. Pushing this button will display a screen with the modified data.
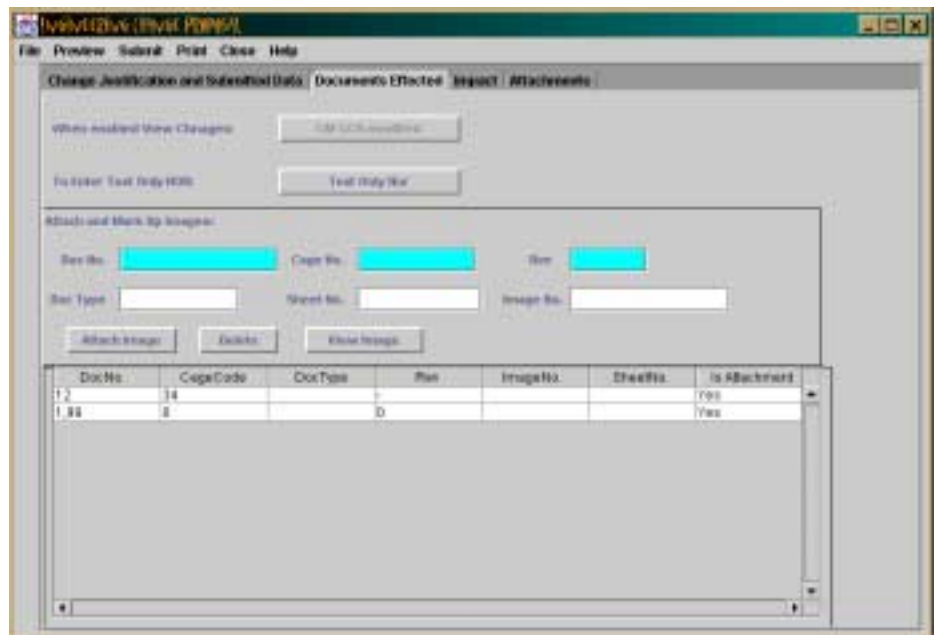
Attaching and Marking up an Image:

To attach an image, you must include a document number, CAGE Code and document revision level in the appropriate areas of the screen. Once this is done, hit the button that reads "Attach Image". You will now be at a screen that provides access to your local system. Select the appropriate file and hit the "Open" Button. The file is included in the menu and can now be marked up using the on-line viewer. To do this, highlight the appropriate image (use the mouse) and then hit the "View Image" Button. If you want more information on the Viewer, visit http://www.tmsinc.com/internet/index.html. Please note that the version of the viewer on the ECALS web site is customized so it may not have all of the features described at the TMS Sequoia web site. See Appendix A for instructions on saving a file from ARDEC's Viewer Application. The ECALS viewer plug in supports the following image types:

TIFF (single and multiple page, stripped, and tiled) in these formats:
uncompressed
modified Huffman
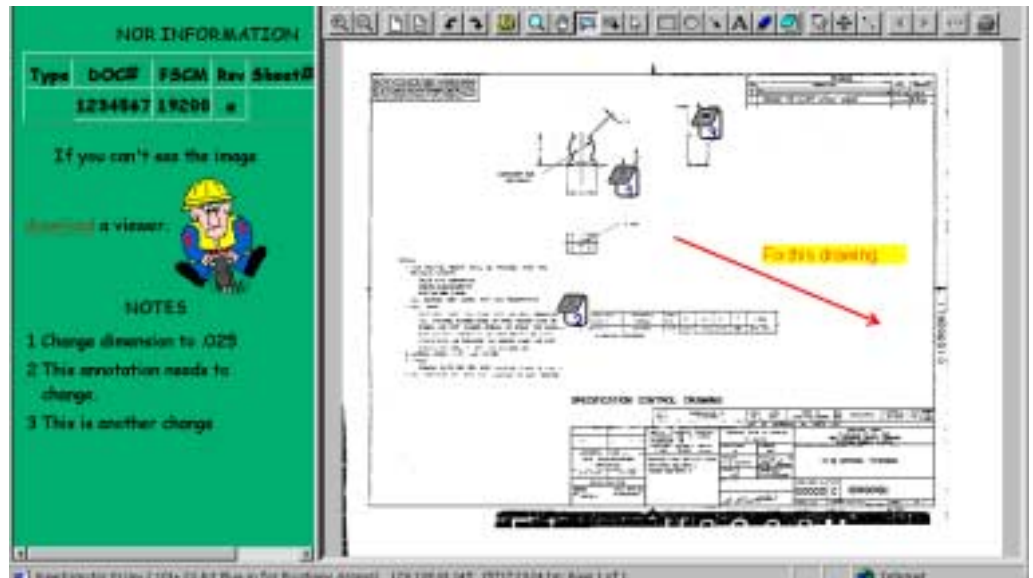Group 3 1&2-D, Group 4
LZW
Packbits
JPEG
JPEG (Baseline DCT)
PCX/DCX
GIF
BMP
CALS Type 1 (Group 4)
CALS Type 2 (TRIF)
various military-specific
formats such as NIRS/NIFF
and EDMICS

WARNING: DO NOT ATTACH documents other than images at this screen. If you need to attach a file other than an image file use the Attachments Tab.

Text Only Notices of Revision:

Hit the button that reads "Notice of Revision". This will bring you to the NOR screen. You must include a document number, CAGE Code, and Revision level of the document. There is no limit to the number of document changes that can be included. Text may be copied into the screen from another application. **DON'T FORGET TO PRESS THE "ADD" BUTTON**.

Impact Tab:

On this screen you can add more details related to the ECP. Details are added by opening an area (pressing on the gray buttons) for inclusion of data.

Attachments Tab:

On this screen you can upload any type of file. Enter a description then press the Attach Files button. A screen will appear for you to select the file you wish to attach.

Create RFD/RFW Screen:

This screen allows you to enter data for the RFD/RFW. Wherever possible, pull down menus; check boxes, etc. have been used to aid you in making entries. To maneuver between tabs, use your mouse to select a tab. As in the ECP, you can attach any type of file you need to support the RFD/W.

Reviewer Screen:

A login screen will appear and you must provide your login ID and password. After successfully logging in, a screen will appear that lists all of the ECPs/RFDs/RFWs for which you have been designated as a Reviewer. All listed ECPs/RFDs/RFWs show whether you are designated as having voting privileges or will show your permission as review only. The title buttons at the top of the screen can be used to sort the actions. You may review any item in queue by highlighting the action (point to it then click the left mouse button). Once an ECP/RFD/RFW is highlighted on the screen you can maneuver with either the mouse or your keyboard's arrow keys to select a different ECP/RFD/RFW in your queue.

ECALS Review/Vote Login

User Name:

Password:

Start me

eneral help. Short cut key F1-Help F4-Add comments F7-

ECALS REVIEW

File   Help   About

Active   Inactive

ECALS No.	Type	Number	Model/Type	System/Design..	Class	Vote	CCB Recomm..
DT52166-1	ECP	DT52166	M5 RAM	TEST	Class II	Not decided	
DT52238	ECP	P9000E001	M5 RAM	TEST	Class I	Not decided	
DT52589	ECP	EC12345	M5 RAM	TEST	Class II	Not decided	Approved
DT52953	ECP	DT52953	M5 RAM	TEST	Class I	Not decided	
DT521259	ECP	1	M5 RAM	TEST	Class I	Not decided	
DT52875	RFDW	0011test	M5 RAM	TEST		Not decided	
DT52072-6	ECP	1370	M1	ADAPTER BA..	Class II	Review only	
DT52180	ECP	Not Just Test	M1	ADAPTER BA..	Class I	Review only	
DT52181	ECP	Just Test	E1	PROJECTILE, ..	Class I	Review only	Disapproved
DT52497	ECP	444	E1	PROJECTILE, ..	Class I	Review only	Approved w/Mod
DT52108	RFDW	2002	M1	ADAPTER BA..		Review only	
DT52695	RFDW	test	E1	PROJECTILE, ..		Review only	Approved
DT52877	RFDW	1234	M1	ADAPTER BA..		Review only	

Review   Add Sub Reviewers

Review Button:

Any ECP/RFD/RFW in the queue is available for viewing. Highlight the action you want to see and then press the review button at the bottom of the screen. The ECP/RFD/RFW will appear in a new screen. You can now use your cursor to indicate a field, then press F4 to enter a comment against any field. Any field that shows up in red indicates that there is already a comment or many comments against that field. To review the comments, place your cursor in the field and press F7. A screen will appear showing all comments against that field.

When the ECALS number is red, that indicates that there is a general comment against the change action. Use the drop down menu at the top of the screen "General Comment" to review a comment by another reviewer or to add your own general comment.
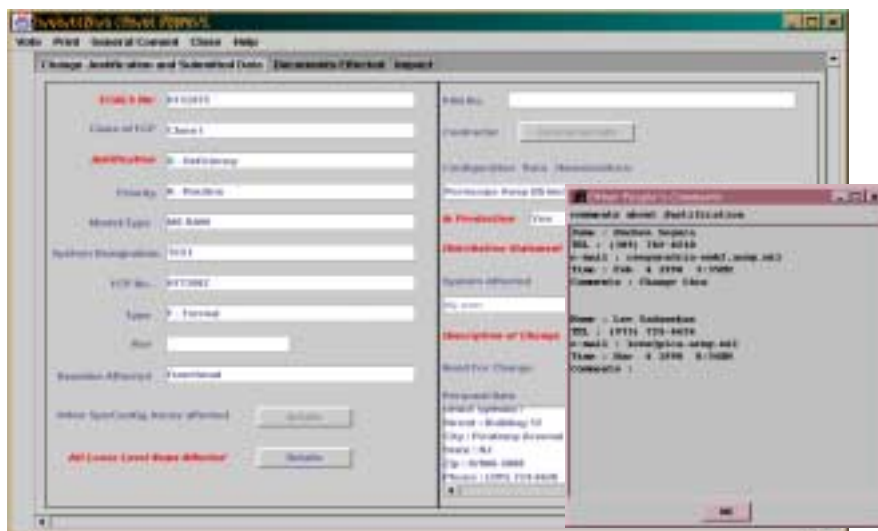
Add Sub Reviewers Button:

You may add Sub Reviewers for any ECP/RFD/RFW in your queue. Highlight the ECP/RFD/RFW then press the Add Sub Reviewers button at the bottom of the screen. A screen will appear for adding or deleting Sub Reviewers. Only registered users who **are not already official reviewers** on an ECP/RFD/RFW can be selected as a Sub Reviewer. Sub Reviewer comments will only be available to **YOU** as the official reviewer. Two methods of adding sub reviewers are available. You can establish an address book for a standard set of sub reviewers or you can add sub reviewers individually. To create an address book use the file drop down menu at the top left of the review screen then select the menu item Personal address book (see illustration on page 6). This will bring you to a screen where you can choose registered users to add to your personal address book. The personal address book is always available to ease your selection of sub reviewers. Highlight the sub reviewer you want then press the OK button at the bottom of the screen. All sub reviewers for a selected action will be listed in the bottom portion of the screen.


Any of the criteria on the drop down screen can be used to search the ECALS registered users database. Once the desired reviewer is located, highlight the user and then press the "Add Reviewer" button at the bottom of the screen. The selected entry will appear in the bottom portion of the screen. To delete a sub reviewer, highlight an entry in the lower screen and press the "Remove Reviewer" button.

In order to complete the action of adding sub reviewers you MUST press "OK" at the bottom of the screen.

Configuration Manager Screen:

Model Type/System Tab:

This screen lists all of the Model/Types and System Designations for which you are designated as the Configuration Manager. You must select the Model/Type and System Designation then double click one of the entries or press OK on the Model/Type highlighted in order for the system to upload the data appropriate to the Model/Type System you want to affect.
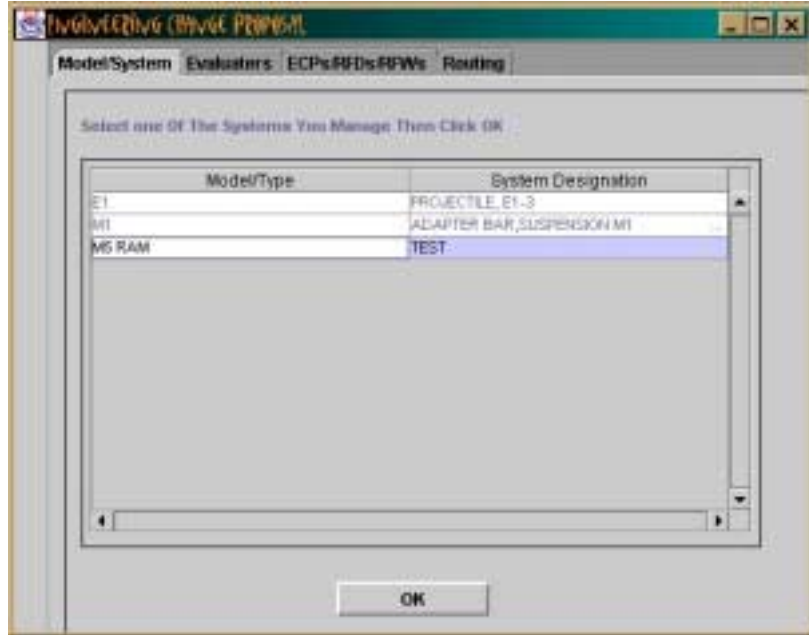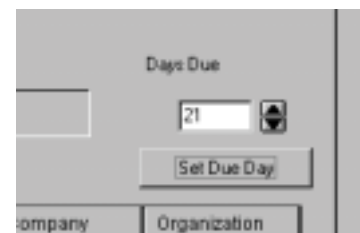
Evaluaters Tab:

This screen lists all of the reviewers/voters designated for the Model/Type and System shown at the top of the screen. All of the gray buttons sort.
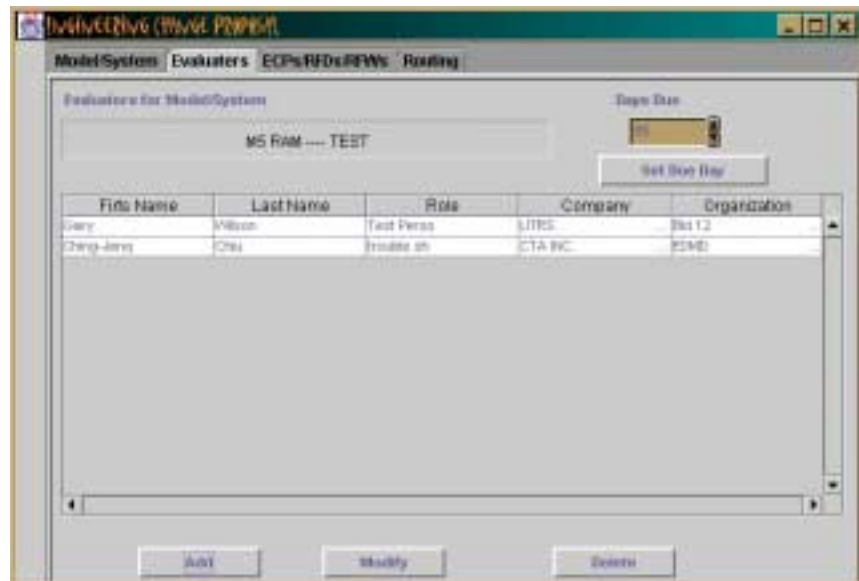
Set Due Day:

You Must set a due day for a Model/Type, System the first time your account is established (on the Evaluator's Tab). Failure to do so will result in your reviewers/voters getting a message telling them that the action is due at the default (14 days) from when it was submitted. You always have the option of changing the due date for individual actions when you determine you can allow more or less time for review.

Adding/Deleting/Modifying Evaluaters:

Pushing the button marked "Add" at the bottom of the Evaluator's Tab screen will give you a new screen for searching for a particular individual. Use the drop down to specify a Last Name, First Name Login ID, Company, Organization, or Office Symbol. Once you've made your selection, type in the appropriate information in the field next to the selected search criteria. Once you've done this, press the "Get User List" button. All of the registered users matching the criteria you've selected will be shown in a pop up screen. You can also select the "List All Users" and then press the "Get User List" button. This will give you a list of all ECALS registered users. Select the appropriate individual by highlighting the entry and hitting the "OK" button at the bottom of the screen.

You will now get a screen that allows you to set the selected evaluator's role, e.g., packaging, quality assurance, etc. You can limit the evaluator's permissions, i.e., what classes of ECPs they can vote on, or you can specify that they have review only permission. You can also determine whether the designated individual gets automatic email. Once this is accomplished press "OK". The user will now appear in your Evaluators screen. You can change this information at any time by highlighting an evaluator entry using your mouse and then pressing the "Modify" button at the bottom of the screen. You can delete an evaluator by highlighting an entry and pressing the "Delete" button, also at the bottom of the screen. You will be prompted with warning prior to ECALS allowing you to delete a reviewer.

ECPs/RFDs/RFWs Tab:

This tab lists all actions and provides some statistics on where in the process the action stands. Highlight a particular action then press the "status" button to see details of the action.

At the status screen you can see whether there are comments filed by an individual evaluator. If there are comments, highlight the individual then press the "See Evaluator's Comment" button. If your current review team has been altered since the change action was submitted, a list of any deleted reviewers will appear in the bottom section of the screen. This ensures you have access to any comments provided by a previously active reviewer.

Also note that at the bottom of the screen only the button for your designated role will be enabled. For example, the "CM Officer" and "CCB Recommendation" Buttons will not be active if you are the Configuration Manager or their designated alternate.

This screen also allows you to change a due date for any pending action by hitting the "Change Due Date" at the bottom of the screen. Your evaluators will be notified by email if you change a due date for an action.

Finally, this screen is where you will provide your decision on the action by using the "Final Decision" button at the bottom of the screen. Radio buttons are provided for you to select the appropriate decision. If Approve w/Modification is selected, you may then hit the modify button. A screen will appear that will allow you to selectively delete or add marked up images, text only NORs or provide additional needed documentation by attaching a file or your choice. Changes made can be seen by your entire review team as well as submitter. You may also review a copy of the Executive Summary created by your designated CCB Chair.

Routing Tab:

A configuration manager may designate a CCB chair, CM Officer, Alternate, etc. This is done on the routing tab. The only requirement is that the designees must be a registered ECALS user. Press the button labeled "assign" adjacent to the role being designated. A user list will appear and a selection can be made. Assignments may be changed at any time.

The CCB Chair, CM Officer and CM Alternate have access to the Configuration Manager Account using their own login ID and password. They can act as the Configuration Manager's agent to set up review teams, change due dates and any other function allowed the Configuration Manager.

The only exceptions are:

- the CM Alternate cannot unassign themselves and select another alternate.
- the CCB Chair cannot unassign themselves and select another nor can they enter the final decision (buttons for those functions will be disabled). The CCB Chair may assign a CM Officer. They can also enter a CCB Recommendation and create or edit the Executive Summary.
- The CM Officer cannot unassign themselves and select another nor can they enter the CCB recommendation (buttons for those functions will be disabled). The CM Officer may create the Executive Summary.

Assignment for after decision routing is also done on the Routing Tab. Selections from the registered users list may be made for several pre-designated organizations, i.e., Drafting (limited to approved ECPs), Repository, CM System (status accounting) and Procurement. These selectees will receive a bundle the day following a final decision. The Configuration Manager, their alternate, the CCB chair and CM Officer also receive a bundle. The out put is a compressed encrypted bundle. The bundles are automatically processed overnight for each engineering change that has reached final decision. They are automatically emailed to the designated individuals or office accounts assigned on the Routing Tab. Software for bundle unwrapping (password protected) is provided in the email message.

The bundle contains a hyper linked index. Included in the index are all data associated with the engineering change. A sample index is shown here.
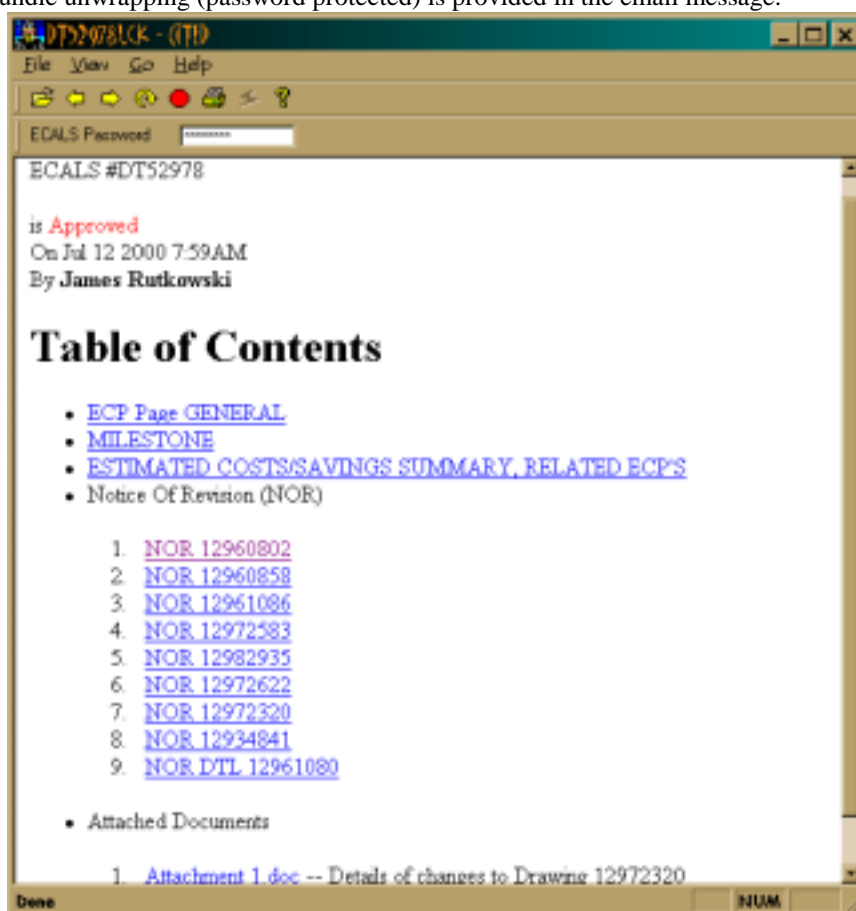
Suggestions and Trouble Report:

An on-line feedback system is available in ECALS. Use the Suggestions screen to provide application enhancements you'd like to see implemented. All ideas are welcome and will be evaluated to determine whether they can be implemented. Use the Trouble Report button to fill out an ECALS Trouble Report. Please ensure you include your contact information so we can reach you for clarification when needed. Once either of the forms is completed, simply hit the submit button at the bottom of the screen. An automatic email will be delivered to the ECALS team.

POINT OF CONTACT:

For more information contact the US Army, TACOM-ARDEC, Lee Sadauskas, AMSTA-AR-QAW-E, lees@pica.army.mil, (973) 724-6626, DSN: 880-6626.
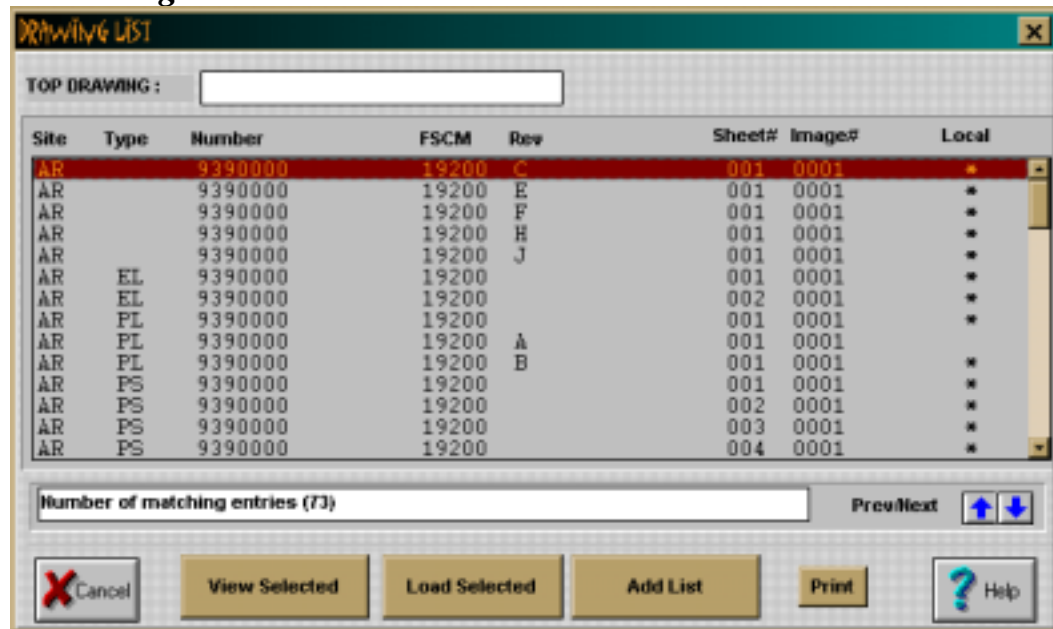
Appendix A- Saving a file from Viewer for Uploading to ECALS

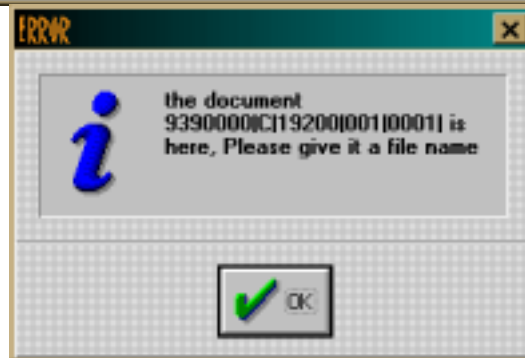These instructions are written against Viewer version 1.6.

There are two methods of saving a file from the Viewer application for uploading into ECALS.

Method 1 – Not viewing document

1. Retrieve a drawing.

2. Highlight an entry on the list.

3. Press the "Load Selected" button.

4. When this screen appears, press o.k.

5. When this screen appears, name the file then press o.k.

6. ECALS doesn't need the file extension so you don't have to include it.

7. The file will be saved in you viewer directory and can be selected for uploading in ECALS.

Method 2 – Viewing Document

1. Retrieve a drawing.

2. Highlight an entry on the list.

3. Press the "View Selected" button.

4. At this point you can zoom in to a particular section if desired to save only that portion of the image you want to mark up.

5. Once you have the area (or full image) you want to upload go to the top of the viewer application window and select file save.
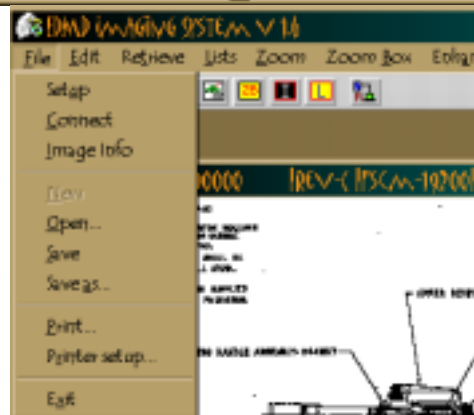
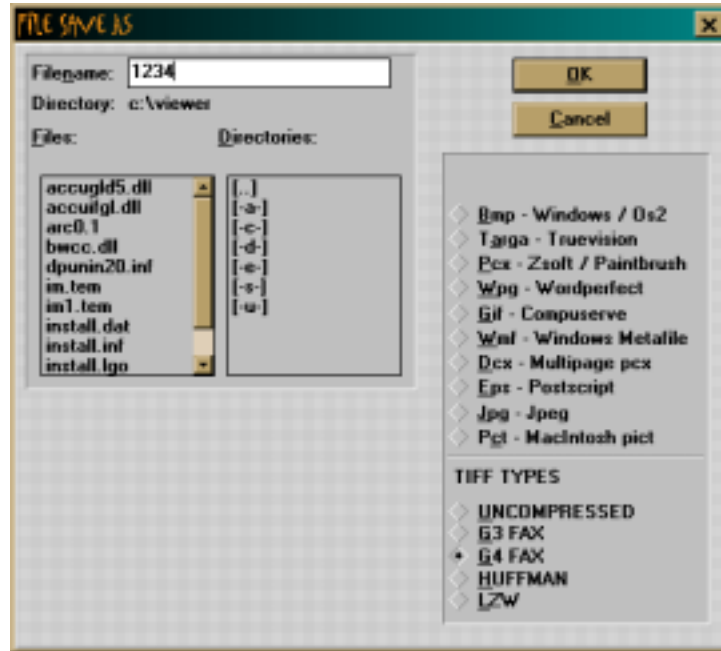6. At this screen, select G4 FAX (most compressed file format) from the TIFF TYPES on the right portion of the screen.

7. In the Filename box, type any file name you want. You do not need to include a file extension. You can select a location for the file or simply use the default location which is the Viewer folder on your computer.

8. Press o.k.

In both of the above methods, the file is now available for uploading to the ECALS image mark-up plug in.